

State of Minnesota
Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience, and Interior Design
85 E. 7th Place, Suite 160 | St. Paul, MN 55101

APPLICATION FOR LICENSURE BY COMITY -- ARCHITECT

This application is for those who wish to apply for licensure by comity as an Architect in Minnesota. According to Minnesota Statutes and Rules, an applicant for licensure must meet the Minnesota requirements for education, examination and experience in effect at the time of the applicant's original licensure in another jurisdiction.

REQUIRED APPLICATION AND DOCUMENTATION

☐ **Applicants with an NCARB Certificate Record, submit the following:**

- ✓ Complete the Board's Application for Licensure by Comity, numbers 1 through 6 and numbers 9 and 10 (Affidavit and Rules of Professional Conduct);
- ✓ Non-transferable comity application fee of \$100.00 (Make check payable to MN Board of AELSLAGID);
- ✓ Completed NCARB Record. Contact NCARB and request an electronic transmittal of your NCARB record to the Minnesota Board office.
- ✓ Copy of the statutes and rules related to architect licensure from the state and year in which you were first licensed. (i.e. if you were originally licensed in 1980 in Colorado, send a copy of Colorado's 1980 statutes and rules)

☐ **Applicants without an NCARB Certificate Record, submit the following:**

- ✓ Complete the Board's entire Application for Licensure by Comity;
- ✓ Non-transferable application fee of \$100.00 (Make check payable to MN Board of AELSLAGID);
- ✓ Final, official transcript showing the degree earned and date conferred sent to the Board office directly from your graduating university/college in a sealed envelope;
- ✓ Verification of Examination and Licensure. Send verification form included in the application packet to the state board that can verify your exam results and status of current licensure. The state board will then send the completed verification form back to the Minnesota Board;
- ✓ Five completed reference letters (see special instructions for references in the application).
- ✓ Copy of the statutes and rules related to architect licensure from the state and year in which you were first licensed. (i.e. if you were originally licensed in 1980 in Colorado, send a copy of Colorado's 1980 statutes and rules.

If the applicant wants another named individual to be able to call the Board office and make an inquiry as to the status of the submitted application, the applicant must complete and sign the *Authorization to Release Applicant Information* included in the application and submit it with the application. It must be signed by the applicant; no exceptions.

Only complete applications, with all the above documentation, will be reviewed. Applications remaining incomplete after six months from receipt of application will be subject to closure. An applicant may then reapply under the same requirements.

A completed application file will be reviewed by the Board to determine if all requirements are met for licensure by comity as an Architect in Minnesota. The Board will notify the applicant by letter after the review. Note: Board members review files when they are in the Board office on Board meeting dates. See the Board's website for meeting dates.

If approved, the applicant will receive an approval letter along with a one-page license application form that is to be completed with a designated public address and returned with the licensure fee of \$132.00 (license fee of \$120.00 plus a 2009 Legislature-enacted surcharge of \$12.00). Licenses are renewable by June 30th of even-numbered years and all continuing education requirements must be met. See the Board's website for links to statutes and rules.

Foreign-Educated Applicants:

Education Evaluation Services for Architects (EESA) is a program administered by the National Architectural Accrediting Board (NAAB) for NCARB. The EESA evaluates the credentials of foreign-educated and broadly experienced architects against the NCARB Education Standard. EESA provides assistance to individuals who do not have a professional degree in architecture from an NAAB-accredited school of architecture who wish to either apply for NCARB certification or for registration by an NCARB member board.

* * * * *

Minnesota law requires:

- If the applicant was licensed on or after January 1, 1991, an NAAB-accredited Bachelor's of Architecture and/or Master's of Architecture is required.
- If the applicant was licensed on or after March 1, 1997, a completed NCARB-IDP record is required.
- Prior to the above dates, an applicant must meet the education and experience requirements in place at the time of original licensure.

An Architect licensed in another state is not permitted to practice their profession, sign plans or hold themselves out to be an Architect in Minnesota unless licensed by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID).

It is recommended that an applicant make a copy of any documentation submitted to the Board.

CONTACT:

Minnesota Board of AELSLAGID, 651.296.2388, www.aelslagid.state.mn.us.
Laurie Nistl, Board Staff, 651.757.1515, laurie.nistl@state.mn.us.

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MN 55101-2113
PHONE: (651) 296-2388 FAX: (651) 297-5310
HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received
Application Fee \$

**Application for licensure as an
Architect by Comity**
Application Fee: \$100

FOR BOARD'S USE ONLY
License Number
License Fee \$
Date License Issued

DATA PRACTICES ACT WARNING

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of a professional license, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

All Information, EXCEPT SIGNATURE, Must Be Printed In Ink or Typewritten

1. Personal Information – Please complete all sections

Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (required)	
Former Name		Gender Male Female	Date of Birth (month, day, year)	
Mailing Street Address	Apt/Suite #	City	State	Zip Code
Is Mailing Address Home or Business?	Business Name, if mailing address is Business		Contact Phone Number	
Present Employer		Present Position		

2. Do you currently hold a license in Minnesota? ☐ No ☐ Yes

If yes, for what profession? _____ License #: _____

3. Have you ever had a license disciplined, denied, surrendered, suspended or revoked?

☐ No ☐ Yes (If yes, please provide a separate statement of explanation.)

4. Will you be submitting an NCARB Council record? ☐ No ☐ Yes

- If yes, complete numbers 1 through 6. Read and sign the Affidavit (# 9) and the Rules of Professional Conduct (# 10) and submit with your application and \$100 fee. You do not need to complete the other portions of the application
- If no, please complete the entire application.

Applicant Name _____

5. List other states in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist or professional soil scientist license: attach a separate sheet if necessary.

State(s) Licensed in:	Data Pertaining to License(s)				Check method for (each) license			
	Profession (including discipline of Engineering)	License Number	Mo. And Year Issued	Is License Current	Written Exam. (No. of hours)	Oral Exam.	Exemption (Grand-father Clause)	Comity

6. Education

All statements must be substantiated by submitting an official transcript from each educational institution. Transcripts must arrive in a sealed envelope from the institution. **If you have an NCARB record, you do not need to have transcripts sent to the Board office, but you do need to complete Item 6.**

Undergraduate College or University	Name and Location of Institution:	Month and Year		Date of Graduation	Degree Received	
		From	To			
Postgraduate College or University	Name and Location of Institution:		Date of Graduation		Degree Received	

7. Practical and Professional Experience (complete only if you do not submit an NCARB Record)

On the following pages, print or type a complete record of your entire professional experience in chronological order. Account for all time from receipt of your degree to the present. Include any intern or co-op experience prior to graduation. All gaps in employment must be explained.

Attach a copy of your practical and professional experience record to each reference letter form before distributing to your employer(s). They must complete the reference letter and initial by experience they can substantiate. DO NOT send your entire application to your employers – only the Practical and Professional Experience record.

Applicant Name _____

Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work:

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name _____

Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work:

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name _____

Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work:

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name _____

Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work:

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name _____

8. REFERENCES

Give the names and addresses of five references, other than relatives or members of this Board, having personal knowledge of applicant's good moral character and repute, and professional reputation. At least three of such references should be licensed in the profession in which licensure is sought. These five references should be the same individuals who can verify your qualifying work experience and to whom you send the Reference Forms.

Name	Address (street and number, city, state, zip)	State(s) Licensed in	Profession

Applicant Name _____

9. AFFIDAVIT FOR LICENSE OR CERTIFICATE IN MINNESOTA
This form of attestation must be filled in by applicant before the notary public.

State of _____)

County of _____)

I, _____, being duly sworn, do hereby depose and swear that:

1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2012) and the Rules and Regulations adopted thereunder;
2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;
3. I have never been convicted of a felony;
4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and
5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.

Signature of Applicant

Notary Public
Stamp or Seal

SUBSCRIBED and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public Signature

RECORD OF BOARD (This space not to be used by applicant.)

Application Withdrawn Date:

**RECOMMEND DENIAL
OF APPLICATION**

Board Member Signature

Date Signed:

**RECOMMEND APPROVAL
OF APPLICATION**

Board Member Signature

Date Signed:

10. RULES OF PROFESSIONAL CONDUCT

Read, sign and return this document with your application

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

A. circumvent a rule of professional conduct through actions of another;

B. engage in illegal conduct involving moral turpitude;

C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or

E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

Applicant Name _____

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Date: _____

Signature: _____

Print Full Name: _____

Rules of Professional Conduct

Keep this document for your records.

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

A. circumvent a rule of professional conduct through actions of another;

B. engage in illegal conduct involving moral turpitude;

C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or

E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Instructions to Applicants Regarding the Submission of Reference Forms For Applicants without an NCARB certificate record.

Print and complete five reference forms **according to instructions given below.**

1. Type the name of the reference to whom you are sending the form. References should be supervisors who can verify work experience. In the case of your own firm, please use clients or other licensed professionals you have worked with.

2. Type your name and read, sign and date the Authorization to Release.

The remainder of the page is to be completed by the reference.

3. **Attach a copy of the “Practical and Professional Experience Record” that you are submitting with your application to the Board. Do NOT send your entire application to your references! Advise each reference to initial the part(s) of your experience record with which the reference has personal knowledge.** Failure of the reference to initial the portion(s) of the experience record with which the reference has personal knowledge will result in the voiding of that reference.

4. Send the Reference Form and copy of the Experience Record to each of your five references. Include a stamped envelope addressed to the Board office. References must return the Reference Form and their initialed copy of the Experience Record directly to the Board office.

If you have questions regarding the reference form process, contact Laurie Nistl at 651-757-1515.

Name of Reference: _____ Applicant Name _____

REFERENCE FORM - Architecture
This form must be completed thoroughly.

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: _____ Date: _____

The above named applicant has submitted an application to the Minnesota Board for licensure as an Architect under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? _____

2. What is the applicant's usual and customary occupation? _____

3. Has the applicant ever rendered you professional service(s) as a(n):

___Architect ___Professional Engineer ___Land Surveyor ___Landscape Architect
___Professional Geologist ___Professional Soil Scientist

What year? _____ Explain the nature of the service provided: _____

4. What has been your association with the applicant?

___ Employer ___ Employee ___ Business Partner ___ Professional Associate ___ Client

- During what specific period of time (month/year to month/year): _____
- Explain the nature of the association: _____

Date: _____

Profession & Discipline _____

Signature: _____

Remarks: _____

Printed Name _____

Licensed in the state(s) of _____

INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7th Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

Verification of License

FROM: _____
(Name of State Board Verifying Applicant's Licensure or Examination)

MAIL TO: Minnesota Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience and Interior Design
85 East 7th Place, Suite 160
St. Paul, MN 55101-2113
(651) 296-2388

Section I: Applicant (Applicant to complete Section I)

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____

License Number: _____ Date of Birth: _____

VERIFYING AGENCY: PLEASE COMPLETE SECTION II, III, and IV

Section II: Basis of Licensure:

The above named applicant was licensed as an:

	Certificate #	Date Issued	Valid Until
_____ Architect	_____	_____	_____

_____ 1. Written Examination: _____ hours (See attached for examination format; list grades received)

_____ 2. Comity with: _____

_____ 3. Education and Experience. (Please indicate what your state requirements were at the time this individual became licensed in your state)

Section III: Experience ("IDP")

_____ 1. Completed NCARB IDP Date Completed: _____

_____ 2. Completed State Specific IDP Date Completed: _____

_____ 3. Did not complete NCARB IDP or State Specific IDP

Section IV: Disciplinary Action:

1. Has formal disciplinary action ever been taken against the above-named individual? ____Yes ____No

(If yes, list details on reverse side)

Certified by: _____ Title: _____

Verifying State: _____ Date: _____

Board Seal

Verification of Written Examination
Applicant Name: _____

Examination Syllabus (1954 – 1975)	Hours	Grade/Pass	Date Passed
A. Education & Experience			
B. Personal Audience			
C. History & Theory of Architecture	3		
D. Site Planning	5		
E. Architectural Design	12		
F. Building Construction	3		
G. Structural Design	5		
H. Professional Administration	3		
I. Building Equipment	5		

Equivalency Examination (June 1973 – June 1976)	Hours	Grade	Date Passed
I. Architectural Theory	2		
II. Construction Theory & Practice	8		
III. Architectural Design/Site Planning	10		

Qualifying Test (June 1977 – June 1982)	Hours	Grade	Date Passed
A. Architectural History	2		
B. Structural Technology	3		
C. Materials & Methods of Construction	2		
D. Environmental Control Systems	2		
E.1 Principles of Site Planning & Arch. Design* (Multiple Choice)	1		
E.2 Principles of Site Planning & Arch. Design* (Design Problems)	11		

Professional Examination - Section A (June 1979–June 1982)	Hours	Grade	Date Passed
Design/Site Test	12		
Professional Examination(December 1973-December 1978)	Hours	Grade	Date Passed
Section B (1979 – 1982)			
Part I Environmental Analysis	4		
Part II Architectural Programming	4		
Part III Design and Technology	4		
Part IV Construction	4		

Architect Registration Examination (ARE)

(1983–1987)	Grade	Date Passed	(1988–1996)	Grade	Date Passed	(1997–2009)	Grade	Date Passed	4.0 2008	Date Passed
A - PD			A-PD			PD			PPP	
B - SD			B-SD-Written			SP			SPD	
			B-SD – Graphic							
C - BD			C - BD			BP			SD	
D - GS						BT				
E - LF			D/F - G/LS			GS			SS	
F - LS			E - LF			LF				
G - M/E			G - M/E			ME			BS	
H - MM			H - MM			MM			BD & CS	
I - CD			I - CD			CD			CDS	

Certified By: _____ Title: _____ Date: _____
Print or type name

Signature: _____ Board: _____

Board Seal

AUTHORIZATION TO RELEASE APPLICANT INFORMATION

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE,
GEOSCIENCE AND INTERIOR DESIGN
(AELSLAGID)
85 East Seventh Place, Suite 160
St. Paul, MN 55101

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, **I hereby waive my rights under the Minnesota Data Practice Act and authorize** the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board) to provide information contained in my application materials, including any documents, to

(insert name of the individual who may receive information).

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

Signature of Applicant

Printed Name of Applicant

Date

**** THIS FORM IS NOT REQUIRED. Complete only if you intend for someone besides yourself to contact the Board office for the status of your application (i.e. administrative assistant, spouse, etc.).**